

**M e m o r a n d u m**

Date: January 8, 2010

To: San Onofre Inspection Facility  
Attention: Lieutenant G. L. Brents

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the San Onofre Inspection Facility was conducted over several days during the month of June 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 222 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 51 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	126	56.76%	27.81	28
<b>Telecommunications</b>	59	26.58%	13.02	14
<b>Fleet</b>	1	0.45%	0.22	1
<b>Weapons</b>	36	16.22%	7.95	8
<b>Total</b>	222			51

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 46 of the 51 items were located. Two items were transferred out of the command and three items were unavailable due to the employees being out of the office. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 49 of the 49 items reconciled. The property inspection results of equipment located at the command to the OPI list are summarized in Attachments B, C, D, and E.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

San Onofre Inspection Facility

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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Border Division  
Telecommunications Section  
Office of the Academy  
Office of Inspections, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL**  
**OFFICE OF INSPECTIONS, AUDIT UNIT**  
**PROPERTY INSPECTION DISCREPANCY REPORT**  
**San Onofre Inspection Facility - 651**  
**November 30, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand-Held Radio	R61791				X		Item transferred, MIS attached.
Hand-Held Radio	R65910					X	Employee "off" 4800 time.
Hand-Held Radio	R66797					X	Employee "off" will return in February 2010.
Weapon					X		Employee transferred, MIS attached.
Weapon						X	Employee "off" will return in February 2010.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
San Onofre Inspection Facility - 651**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	101455	MICROWAVE OVEN MOD MQC1548H P0651D5026	6B04150265 N/B	X				
2	101488	SHREDDER MACHINE MOD 500 P0651D5029	666.13.04307.0 N/B	X				
3	101731	RADIOLOGICAL SURVEY METER P042284 E95-9	545	X				
4	103889	LIFT PERSONNEL PLATFORMEST 95-79		X				
5	106120	WASHER-PRESSURE	972024	X				
6	106387	TELEVISION RECEIVER W/VCR 19"	820715374	X				
7	106770	MACHINE FACSIMILE MOD4550 P0651D7008	B73591305	X				
8	106771	MACHINE FACSIMILE MOD4550 P0651D7008	W73806119	X				
9	120032	SCALE HYDRAULIC LOAD WEIGHER	20842	X				
10	132753	SCANNER	M1H84E53P	X				
11	135143	Uninterruptable Power Sour	AS0339111879	X				
12	135247	FILE SERVER	EAB0LDN42W	X				
13	144087	LASER FAX MACHINE	JLR39465	X				
14	144520	MACHINE,FACSIMILE	7908A001BA / KAG62781	X				
15	145035	PRINTER	CNGXB41010	X				
16	148989	PRINTER	CNRXK27060	X				
17	149784	PRINTER LASERJET	CNRXB88105	X				
18	151634	PRINTER	CNRXR08483	X				
19	151698	COMPUTER	2UA7241QWG	X				
20	152654	COMPUTER	MXL7300VDM	X				
21	152658	COMPUTER	MXL7300VJM	X				
22	152664	COMPUTER	MXL7300VFS	X				
23	152666	COMPUTER	MXL7300VWN	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
San Onofre Inspection Facility - 651**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24	158670	DIGITAL LASER COPIER / PRINTER / SCANNER	U61283A8J557895	X				
25	163977	TELEVISION 26" LCD FLAT PANEL W/STAND		X				
26	91992	DICTATOR/TRANSCRIBER COMBO P0651D0026	099516	X				
27	95745	ION CHAMBER METER P034132	233	X				
28	AF01137	CAMERA	LZC95056012C	X				
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	101457	MICROWAVE OVEN MOD MQC1548H P0651D5026	6B04150172 S/B	X				
2	101757	RADIOLOGICAL SURVEY METER P042284 E95-9	551	X				
3	103244	PRINTER LASERJET 5N P0043H7001	JPKH008799	X				
4	103245	PRINTER LASERJET 5N P0043H7001	JPKH008938	X				
5	106389	TELEVISION RECEIVER W/VCR 19"	820715908	X				
6	120031	SCALE HYDRAULIC LOAD WEIGHER	20850	X				
7	120033	SCALE HYDRAULIC LOAD WEIGHER	20858	X				
8	120034	SCALE HYDRAULIC LOAD WEIGHER	20848	X				
9	130641	ROUTER	JMX0721L0RC	X				
10	136639	SWITCH CISCO CATALYST 2950	FOC0905Z375	X				
11	139820	PRINTER	CNDXB15092	X				
12	142564	COPIER	5600142X	X				
13	143799	SWITCH CATALYST 2950	FOC1008Z35C	X				
14	144086	LASER FAX MACHINE	JLR39463	X				
15	144663	COPIER, DIGITAL DUPLEX MULTI-FUNCTIONAL	56000813	X				
16	146666	DIGITAL CAMERA		X				

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**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
San Onofre Inspection Facility - 651**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
17	147109	PRINTER	CNWBB59073	X				
18	148887	PRINTER	CNRXL48754	X				
19	148888	PRINTER	CNRXL48747	X				
20	151784	COMPUTER	2UA7260V3G	X				
21	152651	COMPUTER	MXL7300VGS	X				
22	152652	COMPUTER	MXL7300VRN	X				
23	152656	COMPUTER	MXL7300VQP	X				
24	152659	COMPUTER	MXL7300V9M	X				
25	152661	COMPUTER	MXL7300VP6	X				
26	152662	COMPUTER	MXL7300VF2	X				
27	152665	COMPUTER	MXL7300VFK	X				
28	152667	COMPUTER	MXL7300VQG	X				
29	152668	COMPUTER	MXL7300VJQ	X				
30	152669	COMPUTER	MXL7300VC6	X				
31	152671	COMPUTER	MXL7300VRC	X				
32	152672	COMPUTER	MXL7300VLK	X				
33	152673	COMPUTER	MXL7300VF3	X				
34	163976	TELEVISION 26" LCD FLAT PANEL W/STAND		X				
35	91713	SHREDDER MOD2601 P0651D0016	1265795	X				

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
San Onofre Inspection Facility - 651**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	F1848	Propane Tank		143325	X					
2	R61791	Hand-Held Radio	16399	MM 09-066	402AWUG140			X		Item transferred, MIS attached.
3	R62302	Hand-Held Radio	12291		402AWW5959	X				
4	R62586	Hand-Held Radio	13208		402AWW6326	X				
5	R62610	Hand-Held Radio	14719	MM 08-040	402AWW5221	X				
6	R64579	Hand-Held Radio	11391		402AWY7784	X				
7	R65005	Hand-Held Radio	11861		402AWY7107	X				
8	R65035	Hand-Held Radio	16827		402AWY7735	X				
9	R65726	Hand-Held Radio	spare		402AWY7363	X				
10	R65910	Hand-Held Radio	11422		402AWY9333		X			Employee "off" 4800 time. Employee "off" will return in February 2010.
11	R66797	Hand-Held Radio	18224	MM 09-018	402AXA3973		X			
12	R68612	Hand-Held Radio	10955		402AXE7936	X				
13	R74776	Scanner	3QKM959		75001793	X				
14	R88731	Portable Radio			749TDJ8323	X				
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R41043	Mobile Radio	3QKM959		9523003	X				
2	R45466	Mobile Repeater	3QKM959		7720477	X				
3	R52717	Base Station - desk top			323215	X				
4	R52724	Base Station - desk top			323205	X				

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**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
San Onofre Inspection Facility - 651**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
5 R64238	Hand-Held Radio	10736		402AWY1503	X					
6 R65938	Hand-Held Radio	spare		402AWY9604	X					
7 R68936	Hand-Held Radio	15503		402AXE8703	X					
8 R70296	Battery Charger - Radio				X					
9 R70301	Battery Charger - Radio				X					
10 R72045	Analyzer/Conditioner - Radio				X					
11 R88939	Battery Charger - Radio				X					
12 R89021	Battery Charger - Radio				X					

**LEGEND**

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# ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
651	Y 30KM959	5WVX401	COMMANDER VEHICLES	2007	FOR	CRNVIC	650

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

LEGEND

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# ATTACHMENT E



Department of California Highway Patrol  
Complete Area Inventory  
651 - San Onofre IF

November 2, 2009

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Department of California Highway Patrol  
Complete Area Inventory  
651 - San Onofre IF

November 2, 2009

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**Area Grand Total:** 

651-01

SOIP 00043 11/30/09 16.00.51  
PRS5 00008 11/30/09 16.00.51

\* \* \* FOR YOUR INFORMATION \* \* \*

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RE: TRANSFER - OFFICERS (CONTINUED)  
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EFFECTIVE 11/01/2009 AND REPORTING 11/02/2009, THE FOLLOWING OFFICERS, CALIFORNIA HIGHWAY PATROL (CHP), ARE ADMINISTRATIVELY TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
T LOCATELLI, D.R. #16399	651 SAN ONOFRE INSPECTION FACILITY	025 CAPITOL PROTECTION SECTION
STAYER, E.B. #17297	325 NAPA	091 OFFICE OF THE ACADEMY

EFFECTIVE AND REPORTING 12/02/2009, THE FOLLOWING OFFICERS, CHP, ARE ADMINISTRATIVELY TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED, UNLESS OTHERWISE NOTED.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
BACON, J.N. #18206* (ADMINISTRATIVE-EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HIGHWAY PATROL MANUAL [HPM] 11.1.)	091 OFFICE OF THE ACADEMY	370 OAKLAND
MILEY, G.E. #13887 (ADMINISTRATIVE-EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1.)	241 CHICO	026 GOVERNOR'S PROTECTIVE DETAIL SECTION - NORTH
NOKES, P.D. #14878	201 VALLEY DIVISION	285 YUBA-SUTTER
NUNEZ, J.S. #15479* (ADMINISTRATIVE-EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1.)	801 INLAND DIVISION	062 COMMERCIAL VEHICLE SECTION
PARANICK, R.C. #16559*	081 COUNTERTERRORISM AND THREAT AWARENESS SECTION	026 GOVERNOR'S PROTECTIVE DETAIL SECTION - NORTH